ANNEX D

LOGISTICS SECTION

DUTIES AND RESPONSIBILITIES

Procures facilities, personnel, equipment, and materials for the emergency response.

Branches that should be considered for activation are:

Facilities Support Unit

Ensures the full functioning of the Emergency Operations Center by maintaining needed supplies, including janitorial services, feeding services and materials, as needed.

Information Technology Branch

Oversees the provision, maintenance, purchasing, leasing, renting, or assignment of communications equipment including radio, telephone, cell phones, paper and computer equipment.

Personnel Unit

Provides staffing for emergency response. Processes Workers' Compensation claims for City employees and City registered volunteers. Passes registered Disaster Service Worker, Workers' Compensation claims onto State OES for processing.

Supply/Procurement Unit

Ensures that all supplies and equipment needed to support both field forces and the EOC are obtained in an expeditious, cost-conscious manner and in keeping with State and Federal reimbursement standards.

Transportation Unit

Obtains and coordinates transportation resources, schedules commercial transportation for emergency personnel and shipments of resources.

Generic Checklist
(For All Positions)

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the San Jose EOC.

- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned Superior.

- Set up workstation and review your position responsibilities.

- Establish and maintain a position log, which chronologically describes your actions taken during your shift.

- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.

- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.

- Be prepared to provide input to the after-action report.

- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

Logistics Section Chief

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.

5. Keep the Management Section Chief informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase:

▪ Report to the EOC when directed.

▪ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

▪ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:

    - Facilities Unit
    - Information Technology Branch
    - Personnel Unit
    - Transportation Unit

▪ Mobilize sufficient section staffing for 24-hour operations.

▪ Establish communications with the Logistics Section at the Operational Area EOC if activated.

- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. <u>This should be done prior to acting on the request.</u>

- Meet with the Management Section Chief and General Staff and identify immediate resource needs.

- Follow City ordinances regarding purchasing authority during emergency response but before disaster declaration and after disaster declaration. Be sure that all section members are aware of which phase they are working in, and that they are following the requirements.

- Review FEMA rules for contracting during disasters before and after a federal declaration. Follow the rules for the appropriate phase.

- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

- Provide periodic Section Status Reports to the Management Section Chief.

- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Logistic Section position logs and other necessary files are maintained.

- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

- Coordinate with all section members and prepare the written sheet of the Logistics Section questions, overviews, requests and direction and objectives at least 30 minutes prior to each Action Planning meeting.

- Attend and participate in EOC Action Planning meetings.

- Ensure that all Units of the Logistic Section coordinates closely with the Finance/Administration Section prior to spending money or making financial commitments, and that all required documents and procedures are completed and followed.

- Ensure that transportation requirements, in support of response operations, are met.

- Ensure that all requests for facilities and facility support are addressed.

- Ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

- Provide section staff with information updates as required.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

Facilities Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities in a manner adequate to accomplish the mission.

2. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.

3. Supervise the facilities unit.

Activation Phase:

- Follow genetic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.

- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.

- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.

- Arrange for continuous maintenance of acquired facilities, and ensure that utilities and restrooms are operating properly.

- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

- Develop and maintain a status board or other reference that depicts the location of each facility, a general description of furnishings, supplies, and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.

- Ensure all structures are safe for occupancy and that they comply with ADA requirements.

- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

- **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

IT/TELECOMMUNICATIONS BRANCH RESOURCES

EMERGENCY ALERT SYSTEM

The Emergency Alert System (EAS) is a network of public broadcast stations and interconnecting facilities, authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during wartime, or during a state of disaster or national emergency. The system is designed to provide a communications link between government authorities and the public. Priority for use is:

1. Presidential messages

2. Local programming

3. State programming

4. National programming and news

STATE RADIO SYSTEMS

California Law Enforcement Radio System

Serves all OES facilities and interconnects law enforcement agencies of counties and cities. The system is microwave inter-tied to provide statewide coverage. This system is the state's radio backup for the National Warning System.

California Emergency Services Radio System

A local government system serving all OES facilities, numerous state agencies, and participating county level civil defense agencies. The system is microwave inter-tied to provide statewide coverage.

OES Fire Network

Serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire services agencies in 52 counties. The network employs mountain top mobile relays and interconnects with the State Microwave System to provide statewide coverage.

TELETYPE

The California Law Enforcement Telecommunications System (CLETS) has 900 terminals statewide, and serves all counties and cities in the state.

COMMUNICATIONS SUPPORT

California OES

California State OES has two mobile command complexes, each consisting of a communications van, an operations van, a command van, and a generator. One complex is located at Los Alamitos, and the other is located at State OES Headquarters in Sacramento. Their primary mission is to provide a communications link between the disaster area and State OES Headquarters. These complexes are capable of operating on all state radio communications systems, satellite systems, mutual aid radio systems, and Radio Amateur Civil Emergency Services (RACES). Whenever possible, radio operators should be provided by the local jurisdiction.

California National Guard (CNG)

The CNG has an assortment of communications equipment and capabilities, with limited in-place facilities. Most communications equipment is designed to serve CNG forces, although some reserve capability is available.

Radio Amateur Civil Emergency Service (RACES)

RACES operate on amateur radio (Ham) frequencies under authority of the FCC in support of emergency radio communications operations. RACES is frequently employed in augmentation of existing systems, as a substitute for damaged or inoperable systems, and to establish communications links with otherwise inaccessible areas.

REACT/GMRS (Citizens Band Radio)

CB operators can participate in civil defense activities on a voluntary basis, under the direction of civil defense authorities. REACT operates UHF repeaters and has an established organization.

POLICIES AND PROCEDURES

Since few uncommitted communications resources exist, the City system should be considered as all that is available during an emergency. Emergency reserve equipment is usually earmarked for use by the jurisdiction possessing it, and is thus not readily available for diversion to other jurisdictions. Even if available, it is usually not practical for use by other jurisdictions due to frequency or antenna mismatch. The Interoperability Project is working to create a system that overcomes these limitations.

RACES will be used to back up City communications systems. Special consideration will be given to employing RACES to augment disaster medical and public information activities.

During a STATE OF WAR EMERGENCY, privately owned radio systems, equipment, and facilities, subject to approval of the licensee, will be used to support the response activities of field forces not already linked to EOCs.

Electromagnetic Pulse (EMP), a phenomenon associated with the detonation of a nuclear weapon, can prove devastating to radio communication equipment and computers. The most reliable protective methods against EMP involve shielding the equipment by encasing it in metal containers. Since this method is fiscally impractical in San José, protective actions will consist of unplugging equipment prior to a detonation, given adequate warning time.

Civil Air Patrol - assists with aerial searches. May be able to assist with communications to airplanes during a disaster.

American Red Cross (ARC) - The Santa Clara Valley ARC Chapter operates a base and several mobiles on two frequencies: the national frequency of 47.420 MHz and a local chapter frequency of 47.580 MHz. These are simplex nets with typically limited coverage. ARES/RACES will continue to provide wide area communications for the Red Cross. Communications between the EOC and the chapter are via phone or ARES/RACES.

SANTA CLARA COUNTY
ARES/RACES

RESOURCE

This net's function is to recruit resources, both operators and equipment. No tactical traffic is to be passed on this net. Neither the County EOC nor cities (and other jurisdictions or agencies) need normally monitor the Resource Net. They may directly contact Resource Net Control to originate resource requests or they may pass these requests via the Command 1 Net. Responses will be made via the Command 1 Net.

HF TACTICAL

This net's function is to provide statewide coverage on short wave frequencies to allow the county to communicate directly with State OES Coastal Region or Sacramento, or with other counties beyond the range of local repeater coverage.

OTHER TACTICAL

These nets are created on an as-required basis to handle ARES/RACES operations within a city (or other jurisdiction). They may also be created by other agencies, such as the Red Cross, to handle specific kinds of traffic. Tactical Net names are given by the creating jurisdiction or agency. Tactical Net Control operates from the jurisdiction's or agency's EOC. Tactical Nets will not normally be monitored by the County EOC or by Red Cross Chapter (except Tactical Nets created by Red Cross).

Emergency Action Checklist

COMMUNICATIONS

Call signs will be assigned for emergency use on the SJ20 System. The following are the assignments:

> OES 1: Frannie Edwards, Director
> Office of Emergency Services
>
> OES 2: through 18: to be assigned temporarily to City Staff during EOC activation.
> The Operations Section Communications Branch will make assignments.

1. Listen to see if the channel is clear of other traffic before transmitting. Most radio channels like San Jose 20 are shared systems where many users are handling business through the use of their two-way radio equipment.

2. A two-way radio has a "Push-to-talk" button, also abbreviated as "PTT."
   This is not an abbreviation for "Push-to-Think."

   Plan what you are going to say **before** using the "push-to-talk" button on the radio.

3. Call the station you are trying to reach by announcing the call sign of the called station followed by you own call sign.

   Example: "San Jose Twenty" {pause a second or two) "OES One."

4. The called station will then identify itself and either pause for you to answer, or will ask you to go ahead with your traffic.

   Example: "OES one, go ahead."

5. State your message briefly and wait for a reply.

   You: "San Jose twenty, please contact OES2 at extension 496. Have him call me on this channel.

   Dispatch: "OES1, standby and I will see if I can reach him"
   Dispatch: "OES1, Earl will give you a call in about 2 minutes"

6. Indicate that you have received the message and that you are through with your traffic

   Example: "Thank you, OES1 clear"

"Clearing with the party you are speaking with lets everyone else who is on the channel know that you are through and that others can now use the San Jose 20 radio system to pass their own traffic.

7.   Your party being asked to come up on the channel will follow the same procedure as above:

    a.   Listen first and see if the channel is in use
    b.   If it is in use, stand-by until the stations have passed their traffic
    c.   Initiate a call: "OES one, this is OES two"
    d.   Your reply: "OES two, I will be enroute to fire station 25. If you need me this afternoon, I will be on pager 1967.
    e.   "Acknowledged OES one, OES two clear"

8.   The use of "10-codes" or other "brevity codes" are not necessary. Plain text is mandatory under SEMS, as many jurisdictions have brevity codes with different meanings.

9.   In many instances, it is preferable to use a "tactical call" instead of a call sign representing a specific person. This way, any person at a specifically identified location will answer your call and can pass the traffic for you.

    Example: "Alviso I.C." [pause] "OES1" or

              "Alviso I.C." [pause} "OES1 with traffic for Captain Smith"

              This allows Alviso I.C. to get ready to copy a written note that they can pass along, or have someone find Captain Smith.

Information Technology Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

2. Oversee the proper operation of communications resources within the City EOC.

3. Ensure that a communications link is established with the Operational Area EOC.

4. Determine any changes in computer requirements for all EOC positions.

5. Ensure that the RACES (ham) Radio Room is established to including sufficient frequencies to facilitate operations, and coordinate with RACES leadership to ensure that adequate RACES operators are available for 24-hour coverage.

6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event or disaster.

7. Supervise the communications branch.

Activation Phase:

- Follow the generic activation Phase Checklist.

- Based on the situation, activate the necessary units within the Information Technology Branch:

    o Communication Unit   o Information Systems Unit.

- Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

- Ensure that Information Technology Branch position logs and other necessary files are maintained.

- Keep all sections informed of the status of communications systems, particularly those that are being restored.

- Coordinate with all EOC section/branches/units regarding the use of all communication systems.

- Ensure that the RACES (ham) Radio Room is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

- Ensure that RIMS Communications links are established with the Operational Area EOC.

- Ensure that communications links are established with activated EOCs within the Operational Area, using EOC-to-EOC radio, as appropriate.

- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

- Ensure that technical personnel are available for communications equipment maintenance and repair.

- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.

- Keep the Logistics Section Chief informed of the status of communications systems.

- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

- Refer all contact with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

GIS Support

Responsibilities:

1. Assist EOC staff with accessing GIS materials.

2. Assure that all GIS data and software are functioning. Assist network support team with plotter maintenance.

Activation Phase:

- Follow generic Activation Phase Checklist.

- Check in with Management Section Chief and obtain your priorities and specific assignment, including the need for additional GIS support staff.

- Coordinate with the Logistics Section Chief to obtain additional GIS support staff if needed.

- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operation Phase:

- Assist the Planning/Intelligence Section Chief in display/accessing GIS information as needed.

- Provide any GIS information for the Incident Action Plan document.

- Provide GIS support to other section chiefs as assigned.

- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist

- Provide GIS support to OES staff to support the creation of the final reports required by outside agencies.

Desktop Support Group

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assist a Section Chief or other EOC staff with accessing computer-based materials, or creating computer-based materials, including word processing documents.

2. Assist Administrative Support positions, as needed.

3. Assist in the creation and distribution of the Incident Action Plan in coordination with the Planning/Intelligence Section Chief.

Activation Phase:

- Follow generic Activation Phase Checklist.

- Check in with the Management Section Chief and obtain your priorities and specific assignment, including the need for additional computer support staff

- Coordinate with the Logistics Section Chief to obtain additional computer support staff if needed.

- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operational Phase:

- Assist the Planning/Intelligence Section Chief in preparing for the first Action Planning Briefing.

- Participate in the Action Planning Briefing. Assist the Planning/Intelligence Section Chief with the development of the Incident Action Plan document.

- Provide computer support to other section chiefs as assigned.

- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

- Provide computer-based files to assist OES staff with the creation of the final reports required by outside agencies.

Network Support Group

Responsibilities:

1. Assist EOC staff with accessing computer-based materials, accessing inter-net sites, or creating computer-based materials, including GIS and word processing documents, and the state's RIMS and EAS access points.

2. Assure that all computers, peripherals, computer systems, servers and networks are functioning. Perform repairs or obtain replacement equipment, as needed.

3. Train new EOC staff in hardware, software, and network functions, as needed.

Activation Phase:

▪   Follow generic Activation Phase Checklist.

▪   Check in with the Management Section Chief and obtain your priorities and specific assignment, including the need for additional network support staff.

▪   Coordinate with the Logistics Section Chief to obtain additional network support staff if needed.

▪   Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operational Phase:

▪   Assist the Planning/Intelligence Section Chief in accessing RIMS, GIS, and all other computer based systems required to document the events and meet state mandated reporting.

▪   Participate in the Action Planning Briefing. Assist the Planning/Intelligence Section Chief with the development of the Incident Action Plan document, including required maps, and in forwarding the required documentation from the Action Planning Briefing to the state via RIMS or fax.

▪   Provide network support to other section chiefs as assigned.

▪   Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

- Provide computer-based files, maps, and supporting materials, including RIMS, and EAS documents, to assist OES staff to support the creation of the final reports required by outside agencies.

Personnel Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.

2. Identify, recruit, and register volunteers as required.

3. Develop an EOC organization chart.

4. Supervise the Personnel Unit.

5. Given the nature of the situation, ensure that Workers' Compensation claims, resulting from the response, are processed within a reasonable time.

Action Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain personnel log and other necessary files.

- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.

- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check-in.

- Establish communications with volunteer agencies and other organizations that can provide personnel resources.

- Coordinate with the Santa Clara Operational Area EOC to activate the Emergency Management Mutual System (EMMA) if required.

- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.

- Maintain a status board or other reference to keep track of incoming personnel resources.

- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section <u>prior to acting on the request</u>.

- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers, acquire mental health specialists as needed.

- Arrange for childcare services for EOC personnel as required.

- If directed by the Director of Emergency Services, establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.

- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

- Given the nature of the situation, ensure the Compensation Claims Unit processes all Workers' Compensation claims resulting from the disaster in a reasonable timeframe.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Claims Unit Leader – Personnel Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Complete all forms required by the Workers' Compensation Program.

2. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.

3. Supervise the Claims Unit.

Activation Phase:

▪ Follow the generic Activation Phase Checklist.

Operational Phase:

▪ Establish and maintain a chronological log of injury and illness report during the event or disaster.

▪ Investigate all injury or illness claims as soon as possible.

▪ Prepare appropriate forms for all verifiable injury or illness claims and forward them to Workers' Compensation within the required timeframe consistent with City Policy and Procedures.

Demobilization Phase:

▪ Follow the generic Demobilization Phase Checklist.

Supply/Procurement Branch Director

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.

2. Coordinate procurement actions with the Finance/Administration Section.

3. Coordinate delivery of supplies and material as required.

4. Supervise the Supply/Procurement Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.

- Determine if requested types and quantities of supplies and material are available in City inventory.

- Determine procurement spending limits. Obtain a list of pre-designated emergency purchase orders as required.

- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.

- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.

- Determine unit costs of supplies and material from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.

- Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.

- If vendor contracts are required for procurement of specific resources or services, refer the request to the Purchasing Branch Leader for development of necessary agreements.

- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.

- In coordination with the Personnel Unit, provided food and lodging for EOC staff and volunteers as required. Assist field level with food services at Command Post, Rehab, or camp locations as requested.

- In conjunction with CADRE/American Red Cross and the Operational Area, coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations not able to be managed by CADRE/American Red Cross.

- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Purchasing Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor list.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

▪ Follow the generic Activation Phase Checklist.

Operational Phase:

▪ Establish and maintain position logs and other necessary files.

▪ Review the City's emergency purchasing procedures.

▪ Prepare and sign contracts as needed. Obtain concurrence from the Logistics Section Chief.

▪ Ensure that all contracts identify the scope of work and specific site locations.

▪ Negotiate rental rates not already established, or purchase price with vendors as required.

▪ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

▪ Finalize all agreements and contracts, as required.

▪ Complete final processing and send documents to Finance and Payroll for payment.

▪ Verify costs data in the pre-established vendor contracts and/or agreements.

▪ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

▪ Keep the Logistics Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization:

Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralized resource status information.

2. Develop and maintain resource status boards in the Logistics Section.

3. Supervise the Resource Status Unit.

Activation Phase:

▪ Follow the generic Activation Phase Checklist.

Operational Phase:

▪ Establish and maintain a position log and other necessary files.

▪ Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, Personnel, and Transportation.

▪ As resource requests are received in the Logistic Section, post the request on a status board and track the progress of the request until filled.

▪ Status boards should track requests by providing at a minimum the following information: date and time of the request, items requested, priority designation, time the request was processed, and estimated time of arrival or delivery to the requesting party.

▪ Work closely with other Logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request. An additional status board may be developed to track resources used by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

▪ <u>Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.</u>

Transportation Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator and the Situation Analysis Unit, develop a transportation plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation resources.

3. Supervise the Transportation Unit.

Activation Phase

-   Follow the generic Activation Phase Checklist.

Operational Phase:

-   Establish and maintain a position log and other necessary files.

-   Routinely coordinate with the Situation Analysis Unit and Construction and Engineering Branch to determine the status of transportation routes in and around the City.

-   Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.

-   Develop a Transportation Plan that identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population, and shipment of resources and materials.

-   Establish contact with Valley Transportation Authority and school districts to establish availability of equipment and transportation resources for use in evacuation and other operations as needed.

-   Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

-   **Demobilization Phase:**

-   Follow the generic Demobilization Phase Checklist.